



Dear Lockeland Families,

As we begin the 2018-2019 school year, it is important to revisit safety and security at Lockeland. In light of school tragedies, this summer we re-examined security measures that we have in place. Metro Schools Security helped to identify weak spots that may present a safety and security risk for our school. The Office of School Security is requiring us to make a few changes to our procedures in order to help ensure the safety of all students and staff. Beginning Tuesday, September 4, the following changes will be implemented in accordance with their request:

- **School Access** - All school doors will be locked, and we are going to ask all parents to enter through the main entrance in the front of the building. A teacher, Mr. Olmstead, will be outside on the front steps of the school to welcome students and parents into the building. Once announcements are made and WLDC begins, we ask that parents either exit the building or sign in the front office for an extended stay past 8:00 am. The safety of all students is our number one priority, and the reality is we need to be prepared and responsive to the best of our abilities. Part of keeping students safe is to know who is in our building at all times. We are making these changes to help ensure the safety of all students and staff.
- **Bus Lane** - The Office of School Security has requested that we not allow parents to park in the bus lane in the front of the building to drop students off in the morning or pick up in the afternoon. All students that arrive by car should be dropped off in the back of the building in the car rider line.
- **Car Rider Exit** – The Office of School Security has provided new signs that require cars to exit the back parking lot by taking a right hand turn out of the lot to ensure the safety of our walkers. Between the times of 7:45-8:15 am and 2:45-3:15 pm, all vehicles exiting the back parking lot (student drop off area) **must turn right** on Woodland. School security officers will be in place beginning next week to issue tickets to cars turning left out of the parking lot.

I want to take this opportunity to share with you some of the security protocols that have been (and will continue to be) in place at Lockeland:

- All exterior doors are locked during the school day from 8:00 am to 3:00 pm. Mr. Patton, our custodian, checks them every morning following student arrival at 8:00 am. The only way into the building after 8:00 is to ring the doorbell at the main entrance and ask to be allowed in. The office staff will ask the visitor to identify him/herself and describe the reason for needing access into the building. Upon entering the building, the visitor will register at the front desk in the office and obtain a visitor pass before moving through the building.
- When someone comes to pick up a child for early dismissal, the office staff will ask for identification before releasing the student to an adult. This identification is cross checked with the child's emergency card to ensure the adult has permission to pick up the child.
- We pride ourselves on being family oriented and knowing our families. We understand that situations arise in which you may need to make last minute changes for the dismissal of your



Lockeland Design Center

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Christie C. Lewis, Principal

child. Please ensure the front office is aware of any dismissal changes. All car riders have been issued car tags. Please have your child's car rider tag or your photo ID ready every day to get your child out of school.

- A security plan is revised every year and reviewed by the MNPS Office of Safety and Security. This plan is also reviewed with teachers annually.
- On a regular basis, we practice, fire, tornado, lock down and lock out drills. We are also placed on lock down or lock out by MNPD or MNPS Security. During this time, we have a protocol and a set of procedures to follow. Our first priority is to complete the protocol/procedures so that the students are safe. We will not answer doors or phones during that time. If there is a threat which directly involves the safety of our students, communication will be given once the situation is clearly and accurately identified.
- Finally, we want you to communicate with us. If you see individuals in the building while you are here and they do not have on a badge/id/visitor's sticker, please don't hesitate to ask who they are and direct them to the office. If you feel something is not quite right, please let the office know, and we will look into it immediately.

Thank you for your understanding and patience as we implement a few additional security measures to keep our kids safe. Our goal is to ensure Lockeland remains a welcoming place for our community while we maintain a safe, secure environment for our students.

Public Notice/Accessibility Statement



To request an accommodation please contact your building principal, Christie Conyers Lewis, at 258-1330. (Interpreters for the deaf or hard of hearing must be requested seventy-two [72] hours prior to the event.)